



Lawrence Berkeley National Laboratory
Office of the Chief Financial Officer
One Cyclotron Road, MS: 937-200
Berkeley, CA 94720

Helpful Hints For Our Vendors

We want to process your invoices promptly. Here is information that will expedite payment processing:

- Lawrence Berkeley National Laboratory, Lawrence Livermore National Laboratory and UC Berkeley are separate entities.
- Please mail invoices **directly** to the Disbursements Office. Our mailing address is:

Disbursements Office
Lawrence Berkeley National Laboratory
PO Box 528
Berkeley, CA 94701-0528

Or

You may email us your invoice at **apinvoice@lbl.gov**

- **Note our purchase order subcontract number on your invoice.** LBNL's Purchase Orders are 7 digits long, contain only numeric characters and are preceded by a 6. Invoices without a purchase order number will be returned to you.
- **Be sure that your invoiced items match those on the purchase order.** If the quantities differ, or if lines on a purchase order have been combined on your invoice, the transaction may require additional research, which may cause a delay in payment.
- **Invoices are paid based on the terms of subcontract from the date of receipt in our office.**
- **We are a tax-exempt organization.** The Lawrence Berkeley National Laboratory is not subject to State-administered sales and use tax. The nature of our business is Research and Development.
- **LBNL's Federal Tax ID Number is 94-2951741**
- **We offer ACH payments (Automatic Clearing House) for domestic vendors as an alternative to paper checks.** With ACH, the payment is deposited directly to your bank account 24 hours after the payment is approved. ACH eliminates payment delays and the risks involved with paper checks such as loss, theft, etc. The ACH form is available on our website and upon request.



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- **How to locate your Disbursement's account representative.** You can click [here](#) to get a current list of Accounts Payable Customer Service Representatives. Your contact for your organization is handled by the person listed next to the first letter of your organization's name. For example, the Accounts Payable customer service representative for ABC Company is the individual listed next to letter "A" because ABC Company begins with the letter "A." You can either click on the Accounts Payable Customer Service Representative's name to e-mail your inquiry or call the individual. Please include your telephone number, company name, invoice number and our po number on any e-mails.
- **Or visit us at: <http://www.lbl.gov/Workplace/CFO/co/dis/index.html>**